

SOUTHEAST ALASKA REGIONAL HEALTH CONSORTIUM

EXEMPT JOB DESCRIPTION

JOB TITLE: Physician, Family DATE: 05/2004 rev.

REPORTS TO: Medical Director RANGE: 2

APPROVAL: Director, HR JOB NO: PF2

POSITION SUMMARY: Provide comprehensive health care services to SEARHC beneficiaries on an outpatient and inpatient basis. Participate in an active role as a medical staff member of both the SEARHC and Bartlett Regional Hospital medical staff.

I. KEY RESPONSIBILITIES:

Key Responsibility #1: (80%) Provide direct medical care to inpatients and outpatients who are SEARHC beneficiaries.

Key Responsibility #2: (10%) Participate in quality assurance programs at both the SEARHC Clinic and at Bartlett Memorial Hospital and maintain active staff membership at both health care facilities.

Key Responsibility #3: (05%) Provide medical education/teaching to rotating students and resident physicians.

Key Responsibility #4: (05%) Participate in ongoing continuing medical education.

II. REQUIRED EDUCATION, TRAINING, AND EXPERIENCE:

(A) What minimum level of education is ordinarily required to handle the key responsibilities of this job?

Medical School completion plus one year of post doctor training (internship)

(B) Is a special course of training required to qualify for this job? [X] YES [] NO

Ongoing continuing medical education to maintain clinical knowledge and skills and to meet staff licensure requirements. Medical License in the State of Alaska.

© What type of experience would ordinarily be required to perform in this job at a beginning

level? How long would it take to gain this experience?

None

III. KNOWLEDGE, SKILL AND ABILITY:

(A) Describe the type and level of knowledge and ability required to perform acceptable work in this job. These must be required on a regular basis. DO NOT list an employee's personal credentials unless required by the job.

Broad based medical education with emphasis on primary care. Knowledge and skill and ability to relate and communicate with patients. Ability to work effectively with other health professionals and office staff also obstetric care.

(B) Identify the three most important applied job skills required to effectively perform in this job.

- (1) Apply medical knowledge and skills to common primary care problems.
- (2) Ability to communicate effectively with patients/other health professionals.
- (3) Ability to group problem solve.

IV. DECISION-MAKING/PROBLEM SOLVING:

(A) Describe the major decisions and problems that can occur in this job and who and what the decisions affect.

Diagnostic errors/treatment errors directly affecting patient care. Occasional can be life and death decisions.

Ineffective allocation of time between clinical and administration duties, with a balance between the two.

(B) Using the decisions/problems described above, identify how these decisions are reached or problems solved and how closely the results are reviewed by your manager.

- (1) Clinic and Bartlett Regional Hospital QA programs
 - (2) Peer review
 - (3) State medical licensure board scrutiny/sanctions.
 - (4) Medical malpractice actions.
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- (1) Minimum standards for clinic and Bartlett Regional Hospital staff membership participation.
 - (2) QA Programs

V. **RESPONSIBILITY FOR CONTACTS:**

Indicate the types of jobs or persons with which this job typically required regular contact. Do not include contacts with direct superiors or subordinates. Include face-to-face, telephone and written communications with persons within and outside SEARHC. Indicate frequency of contact with the words frequent or infrequent.

Job or Persons Contacted	Purpose of Contact	Frequency in Normal Duties
Patients	Medical Care	Frequent
Health Professionals	Consultations	Frequent
Office Staff	Information	Frequent

VI. **MANAGEMENT SPAN AND CONTROL:**

Does this job supervise others? [X] YES [] NO

If so, list the job titles and number of employees reporting to this job.
Include direct and indirect reporting relationships.

VII. **EFFORT REQUIRED:**

Describe the conditions that require mental, visual or physical effort and fatigue. Also indicate the pace of the work, such as rapid, slow, intermittent. Consider time deadlines, pressure of the job and concentration required.

Required to constantly sort out large amounts of clinical information.
Rapid pace of work as outpatient physician with time deadlines of closely scheduled appointments. Frequent interruptions by phone and by other health professionals. Physical stamina often called upon during after hours. Duties at night and on weekends, with frequent sleep interruptions due to phone calls and inpatient emergencies and fairly frequent sleep deprivation.